Managing Profile Information for Examiners

Log in or log out of the application

1. Go to https://era.courts.state.mn.us.

2. Click the account dropdown arrow and select **Examiners/Institution.**

3. Enter your MyCourtMN Email and Password, and click **Log In**.

4. To log out, click the account dropdown and select **Logout**.

View and edit profiles

1. Click the **Profile** quick link. The profile can also be accessed by clicking on the account name and selecting **Profile** from the dropdown.

2. Review the account profile information.

3. To edit, click **Edit**.

Managing Profile Information for Examiners

4. Update profile information fields, if applicable:

   a. General information

      • Name

      • Title

      • Suffix

      • Business Name

   b. Address information

      • Street

      • Address

      • City

      • State

      • Zip Code

   c. Contact details

      • Phone numbers

      • Fax Number

      • Email(s)

      • Select **Yes** or **No** to receive email notifications.

5. Click **Save**.

Review notifications

1. Click the notification icon. The red numbered icon shows the number notifications.

2. Review notifications.

   a. Click **All** to view all notifications.

   b. Click **Mark All As Read** to change the status of messages to read, or click **Delete All** to permanently delete messages.

   c. Enter keywords to search for a specific notification.

   d. Click an individual notification to view details.

   e. Click the trash can icon to delete a single notification.

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Managing Profile Information for Examiners

Select travel location(s) you are willing to travel to and exam types

1. Click **Profile**.

2. Click **Exam Types & Rates**.

3. Click **Manage County (travel locations) & Exam Type**.

4. Click the **District** to expand and modify exam types and locations (counties) you are willing to travel to.

5. Check exam types and travel locations (counties). Click **Select All** to select all and **Clear All** to clear the selections.

6. Click **Save.**

Enter a request for new exception group

1. Click **Profile**.

2. Click **Exam Types & Rates**.

3. Click **Request for New Exception Group.**

4. Enter request information, and click **Send Request**.

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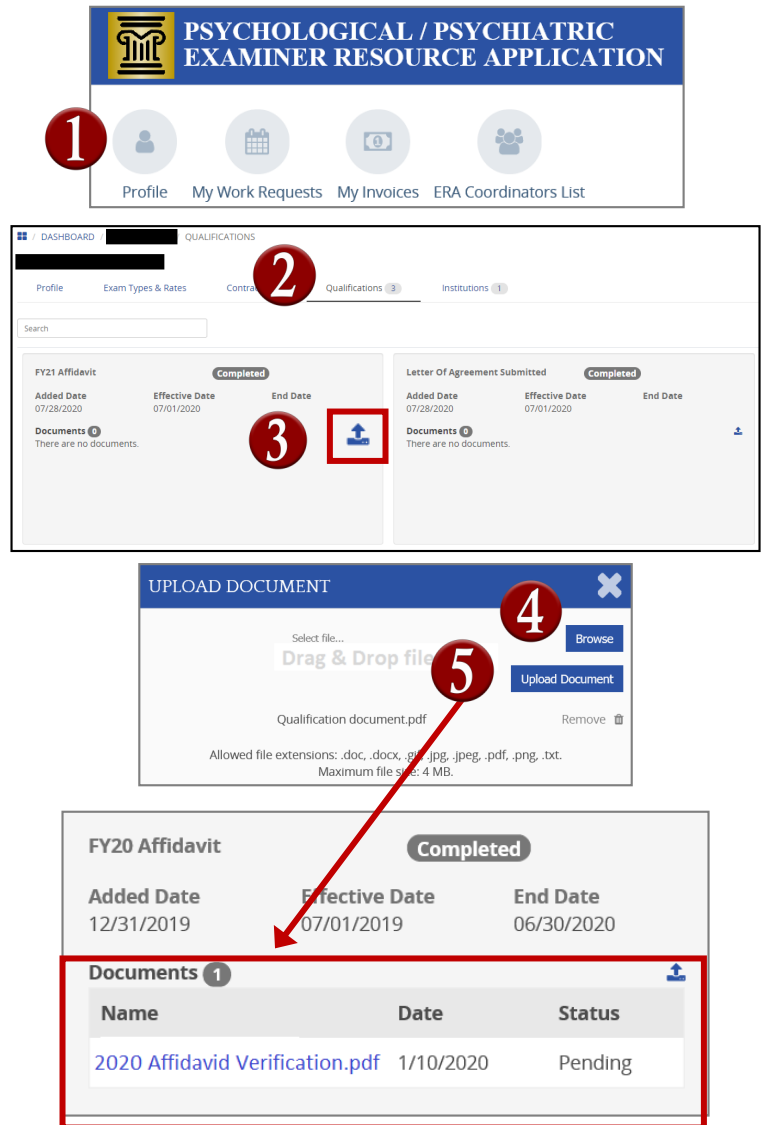
Managing Profile Information for Examiners

Upload documents to qualify

1. Click **Profile**.

2. Click **Qualifications**.

3. Click the upload icon.

4. Click **Browse** and select a file to upload OR drag and drop a file into the dialog box.

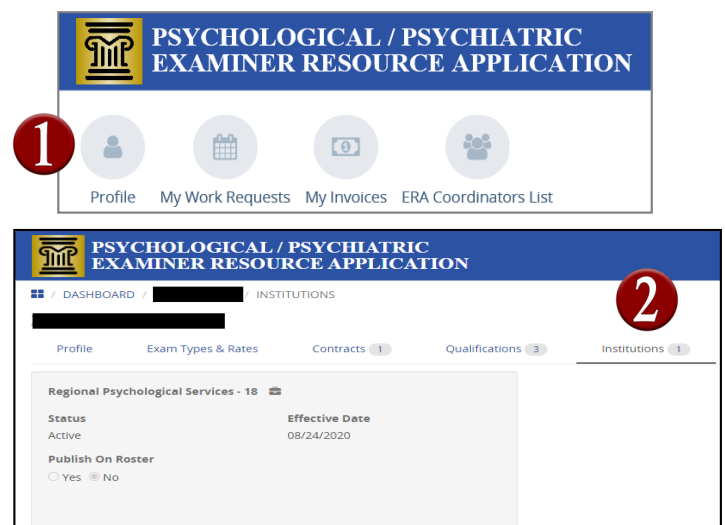5. Click **Upload Document**. Document has a pending approval status.

View or request associated institutions

1. Click **Profile**.

2. Click **Institutions**. All institutions that an examiner is associated with displays.

   If additional institutions are needed for this account, please contact the ERA Program Administrator.